

## Attachment A – Assessment Checklist

### Project Oversight Review Checklist: High Criticality Project

Practices and Products	Adequate	Deficient	Notes: Items Reviewed; Interviews Conducted; Demonstration
<b>Planning and Tracking</b>			
Have the business case, project goals, objectives, expected outcomes, key stakeholders, and sponsor(s) identified and documented?			
Has a detailed project plan with all activities (tasks), milestones, dates, and estimated hours by task loaded into project management (PM) software? Are the lowest level tasks of a short duration with measurable outcomes?			
Is completion of planned tasks recorded within the PM software?			
Are actual hours expended by task recorded at least monthly within PM software?			
Are estimated hours to complete by task recorded at least monthly within PM software?			
Is there a formal staffing plan, including a current organization chart, written roles and responsibilities, plans for staff acquisition, schedule for arrival and departure of specific staff, and staff training plans			
Have project cost estimates, with supporting data for each cost category, been maintained?			
Are software size estimates developed and tracked?			
Are two or more estimation approaches used to refine estimates?			
Are independent reviews of estimates conducted?			
Are actual costs recorded and regularly compared to budgeted			

Practices and Products	Adequate	Deficient	Notes: Items Reviewed; Interviews Conducted; Demonstration
costs?			
Is supporting data maintained for actual costs?			
Is completion status of work plan activities, deliverables, and milestones recorded, compared to schedule and included in a written status reporting process?			
Are key specification documents (e.g. contracts, requirement specifications and/or contract deliverables) and software products under formal configuration control, with items to be controlled and specific staff roles and responsibilities for configuration management identified in a configuration management plan?			
Are issues/problems and their resolution (including assignment of specific staff responsibility for issue resolution and specific deadlines for completion of resolution activities), formally tracked?			
Is user satisfaction assessed at key project milestones?			
Is planning in compliance with formal standards or a system development life-cycle (SDLC) methodology?			
Is there a formal enterprise architecture in place?			
Are project closeout activities performed, including a PIER, collection and archiving up-to-date project records and identification of lessons learned?			
<b>Procurement</b>			
Are appropriate procurement vehicles selected (e.g. CMAS, MSA, "alternative procurement") and their required processes followed?			
Is a detailed written scope of work for all services included in solicitation documents?			

Practices and Products	Adequate	Deficient	Notes: Items Reviewed; Interviews Conducted; Demonstration
Are detailed requirement specifications included in solicitation documents?			
Is there material participation of outside expertise (e.g. DGS, Departmental specialists, consultants) in procurement planning and execution?			
For large-scale outsourcing, is qualified legal counsel obtained?			
<b>Risk Management</b>			
Is formal continuous risk management performed, including development of a written risk management plan, identification, analysis, mitigation and escalation of risks in accordance with DOF/TOSU Guidelines, and regular management team review of risks and mitigation progress performed?			
Does the management team review risks and mitigation progress at least monthly?			
Are externally developed risk identification aids used, such as the SEI "Taxonomy Based Questionnaire?"			
<b>Communication</b>			
Is there a written project communications plan?			
Are regular written status reports prepared and provided to the project manager, department CIO (if applicable) and other key stakeholders?			
Are there written escalation policies for issues and risks?			
Is there regular stakeholder involvement in major project decisions, issue resolution and risk mitigation?			
<b>System Engineering</b>			

Practices and Products	Adequate	Deficient	Notes: Items Reviewed; Interviews Conducted; Demonstration
Are users involved throughout the project, especially in requirements specification and testing?			
Do users formally approve/sign-off on written specifications?			
Is a formal system development life-cycle (SDLC) methodology followed?			
Is a software product used to assist in managing requirements? Is there tracking of requirements traceability through all life-cycle phases?			
Do software engineering standards exist and are they followed?			
Does product defect tracking begin no later than requirements specifications?			
Are formal code reviews conducted?			
Are formal quality assurance procedures followed consistently?			
Do users sign-off on acceptance test results before a new system or changes are put into production?			
Is the enterprise architecture plan adhered to?			
Are formal deliverable inspections performed, beginning with requirements specifications?			
Are IV&V services obtained and used?			